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CIA-RDP70-00211R000200070045-2

b. Records Retired to RI/VI

Division or Staff	Items	Amount in Cu. Ft.	
IC	2	.3	
RE	152	17.1	
FE	5	10.1	
WRA	1	.3	
SR	4	.7	
SR	4	2.0	
NE	93	13.3	
WE	4	.4	
Total	255	44.2	44.2

c. Records Retired to CIA Library

Division or Staff	Items	Amount in Cu. Ft.	
FE	1	2.5	
FE	1	.2	
Total	2	2.7	2.7

d. Records Destroyed (Non-Record Material)

Division or Staff	Items	Amount in Cu. Ft.	
CI	1	.2	
IC	1	1.2	
RI	2	21.6	
Total	4	23.0	23.0
Total Records Retired and Destroyed			133.1

e. Vital Documents

Packages IN.....197
Packages OUT.....24

Microfilm Reels IN.....84
Microfilm Reels OUT.....413

4. Filing Equipment and Forms Control

a. Filing Equipment Approved

2 drawer, legal size, safe.....2 ✓
4 drawer, legal size, safe.....5 ✓
4 drawer, legal size, filing cabinet.....2 ✓
5 drawer, legal size filing cabinet w/o lock...50 ✓

b. Filing Equipment Disapproved

Kardex safe, with stand.....2 ✓

Sanitized - Approved For Release :
CIA-RDP70-00211R000200070045-2

Sanitized - Approved For Release :
CIA-RDP70-00211R000200070045-2

c. Forms Approved.....3

5. RI/PO Typist, typed 3/2 cards in 4 hours.

25X1A9a 6. Mr. [redacted] completed the Basic Management Course 6 April 1956.

25X1A9a 7. Mr. [redacted] is continuing to survey IO.

25X1A9a 8. Mr. [redacted] is continuing to survey SSA/DDS.

25X1A9a

[redacted]
RI/PO

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CIA-RDP70-00211R000200070045-2